

APPROVED

August 6, 2002

Michigan State
Administrative Board

Lansing, Michigan

July 16, 2002

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, July 16, 2002, at 11:00 a.m.

Present: David Hildenbrand, Deputy Chief of Staff, representing Dick Posthumus, Lt. Governor, Chairperson
Theodore Hughes, Assistant Attorney General for Law, representing Jennifer M. Granholm, Attorney General
Mary G. MacDowell, Deputy State Treasurer, representing Douglas B. Roberts, State Treasurer
A. Edwin Dore, Deputy Secretary of State, representing Candice Miller, Secretary of State
Carol Wolenberg, Deputy Superintendent of Public Instruction representing Thomas D. Watkins, Superintendent of Public Instruction
Arlene Oisten, Secretary

Absent: John Engler, Governor

Others Present:

Deborah Devine, Department of Attorney General; Wes Van Malsen, Department of Career Development; Sherry Bond, James E. Burris, Michael Gilliland, Kathy Jones, of the Department of Management and Budget; Pam Lavender, Darby Schlagheck, of the Department of Transportation

1. CALL TO ORDER:

The meeting was called to order by Mr. Hildenbrand. Reverend William Renfrew of St. Paul's Episcopal Church in Lansing gave the invocation. Mr. Hildenbrand then led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Dore moved that the minutes of the State Administrative Board for the regular meeting of July 2, 2002 be approved as distributed. Mr. Hughes supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

Correspondence from Duane E. Berger, Director of the Department of Management and Budget notifying the Board of the appointment of Mr. William St. Amour as the Chairperson of the Steering Committee for the State Employees Combined Campaign (SECC) effective June 15, 2002. Mr. St Amour replaces Mr. Michael Gilliland who has served as Chairperson since February 3, 2000.

Mr. Hildenbrand presented a letter from Governor Engler to Mr. Gilliland thanking Mr. Gilliland for his leadership on the State Employees Combined Campaign. Mr. Hughes moved that the Governor's letter be accepted and placed on file by the Board. Ms. MacDowell supported the motion and it was unanimously accepted.

Correspondence from Roy A. Pentilla, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans' Benefit Trust Fund for the quarter ending March 31, 2002, and a report of investment transactions for the quarter ending March 31, 2002, in accordance with a resolution adopted by the State Administrative Board July 9, 1985.

The other communications were accepted by the Chairperson.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

Department of Community Health, Injury Prevention Section, 6/3/02
Department of Community Health, Violence Prevention Section, 6/3/02
Consumer and Industry Services, Michigan State Housing Development
Authority, Administration, 5/22/02
Consumer and Industry Services, Michigan State Housing Development
Authority, Community Development Division, 5/22/02
Consumer and Industry Services, Michigan State Housing Development
Authority, Development Division, 5/22/02
Consumer and Industry Services, Michigan State Housing Development
Authority, Executive Division, 5/22/02
Consumer and Industry Services, Michigan State Housing Development
Authority, Existing Housing Division, 5/22/02
Consumer and Industry Services, Michigan State Housing Development
Authority, Finance Division, 1/4/02
Consumer and Industry Services, Michigan State Housing Development
Authority, Legal Division, 5/22/02
Consumer and Industry Services, Michigan State Housing Development
Authority, Office of Asset Management, 5/22/02
Consumer and Industry Services, Michigan State Housing Development
Authority, Single Family Division, 5/22/02
Department of Management and Budget, Michigan Administrative
Information Network, 3/26/02

Mr. Hughes moved that the Retention and Disposal Schedules be approved by the State Administrative Board. The motion was supported by Ms. MacDowell and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports covering the regular meeting held July 9, 2002 and the special meeting held July 16, 2002. Ms. MacDowell moved that the regular Finance and Claims Committee Report of July 9 and the special Finance and Claims Report of July 16, 2002 be approved and adopted. The motion was supported by Mr. Hughes and unanimously approved.

Ms. MacDowell presented the Building Committee Report covering the regular meeting held July 10, 2002. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of July 10, 2002 be approved. The motion was supported by Ms. Wolenberg and unanimously approved.

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Mr. Dore presented the Transportation and Natural Resources Committee Report for the regular meeting of July 10, 2002. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Dore moved that the Transportation and Natural Resources Committee Report covering the regular meeting held July 10, 2002 be approved and adopted noting the withdrawals of items 24, 27, and 51 at the regular meeting and the additional withdrawal request of items 17, and 55 of the regular agenda at the request of the Department of Transportation. Supported by Mr. Hughes, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. Wolenberg moved the meeting be adjourned. The motion was supported by Mr. Dore and unanimously approved. Mr. Hildenbrand adjourned the meeting.

SECRETARY

CHAIRPERSON